



**DIVISION OF EARLY LEARNING**  
**Licensing and Compliance Unit**

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## **CHILDREN’S RECORDKEEPING CHECKLIST**

<input type="checkbox"/>	REGISTRATION RECORD
<input type="checkbox"/>	TRAVEL ACTIVITY AUTHORIZATION
<input type="checkbox"/>	PROOF PARENTS RECEIVED, READ AND UNDERSTAND PROGRAM’S POLICIES AND PROCEDURES
<input type="checkbox"/>	AUTHORIZATION FOR CHILD’S EMERGENCY MEDICAL TREATMENT
<input type="checkbox"/>	DC UNIVERSAL HEALTH CERTIFICATE EXAM
<input type="checkbox"/>	DC ORAL HEALTH EXAM CERTIFICATE
<input type="checkbox"/>	MEDICATION AUTHORIZATION RECORD (if applicable)
<input type="checkbox"/>	DEVELOPMENTAL PROGRESS REPORTS
<input type="checkbox"/>	UNUSUAL INCIDENT REPORTS
<input type="checkbox"/>	ANY APPLICABLE FORMS

## **STAFF/VOLUNTEER RECORDKEEPING CHECKLIST**

<input type="checkbox"/>	CHILD CARE EMPLOYEE APPOINTMENT, PROMOTION OR SEPARTION NOTIFICATION
<input type="checkbox"/>	CHILD DEVELOPMENT FACILITY EMPLOYEE HEALTH INFORMATION FORM
<input type="checkbox"/>	STAFF HEALTH CERTIFICATE
<input type="checkbox"/>	CREDENTIAL/TRANSCRIPT
<input type="checkbox"/>	FIRST AID AND CPR CERTIFICATION
<input type="checkbox"/>	FOOD HANDLING IDENTIFICATION (if applicable)
<input type="checkbox"/>	SUDDEN INFANT DEATH SYNDROME TRAINING (if applicable)
<input type="checkbox"/>	FEDERAL CRIMINAL & BACKGROUND HISTORY CHECK RESULTS
<input type="checkbox"/>	ANY APPLICABLE FORMS